



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
SUSTAINMENT CENTER OF EXCELLENCE
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

ATCL-CG

NOV 2 2010

FORT LEE POLICY NO. 05-10

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (EO) and Human Relations Management Training

1. Equal Opportunity training is centered on a comprehensive education program in the Combined Arms Support Command (CASCOM) and the Sustainment Center of Excellence (SCoE) at Fort Lee. This policy applies to all Soldiers, their Families and Civilian employees assigned or attached to Fort Lee.
2. Human relations management is sensitivity to and regard for the feelings and needs of others. It reflects the leadership philosophy that the people are the most important resource of the organization. Understanding and appreciation for diversity are core values in this command.
3. The responsibility of individuals are listed below:
 - a. Equal Opportunity Program Manager. Responsible for the EO Program training. He/she is responsible for ensuring that facilitators are properly trained.
 - b. Commanders/Directors. Responsible for arranging and scheduling training, and for selecting appropriate subjects for discussion. He/she will ensure that all personnel attend training and attendance records are maintained. He/she will ensure that all EO training is reported to the installation EO Office on a quarterly basis.
 - c. Equal Opportunity Advisor (EOA). Responsible for assisting Equal Opportunity Leaders (EOL) with training materials when needed. Reports EO training to EO NCOIC.
 - d. Equal Opportunity Leaders (EOL). Act as trained facilitators for assisting/conducting EO training, to include human relations management training.
 - e. Facilitators. Must be competent in the subject area and must guide and control the small group. Facilitators are highly encouraged to obtain additional materials such as newspaper articles and video presentations to cause discussion. Suggested topics for discussion are issues of

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importance to the small group. They could include: cultural topics related to equal opportunity, discrimination, stereotypes and perceptions, racism, sexism, affirmative action, institutional discrimination, communication between the genders, disparate treatment between Soldiers and Civilians, and other contemporary issues.

4. All military and civilian government employees assigned or attached to CASCOM, SCoE, and Fort Lee will attend a minimum of eight hours of training annually, in two-hour increments quarterly. This training will be conducted as a small group discussion with 15-25 attendees to maximize training effectiveness. A trained facilitator will guide these sessions.
5. EO and human relations management are tools used by leaders to ensure they have cohesive and effective teams. EO training will be implemented in all SCoE organizations down to the lowest appropriate level (platoon, section, squad, etc). The program should be well grounded in unit productivity, and by no means used as a sensing session.



JAMES L. HODGE
Major General, U.S. Army
Commanding

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COMMANDERS